



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: Reading First Grant Contacts and Reading First Coaches

FROM: Kathy Parris, MO Reading First Coordinator

DATE: March 18, 2008

RE: Directions for Completion of Reading First Grant for 2008-2009

I know all of you are waiting for information about writing next year's continuation grants. I'm sending directions which will also be posted on the Reading First website. The applications must be postmarked by April 18, 2008.

There are a few things I want to bring to your attention. There is the list of questions to be included in Section VIII A. First complete the discussion of the previous year. Follow the written directions and discuss your progress toward the objectives from the 07-08 grant, discuss the challenges and accomplishments, and any other information you would like for us to be aware of. Then you will need to answer the 16 questions included with this email as it is part of the directions. It will be easier for us if you provide the number of the corresponding question and give the answers in that order. It is not necessary to repeat the question.

Section IX is the Budget Narrative. We will need to be assured that you are fully funding your grant. Some of you will have to use other funding sources to achieve this. Section IX is where we want the detail of the items and services to be purchased as part of the grant. Those of you in years four and five, please show how you are using funds from all sources on this page. Years four and five will not have a Capital Outlay (6500) section. You can put all of the Terra Nova under Purchased Services (6300), or divide it between scoring and materials like you did last year.

Section X is the Budget. On this page, we want you to include only those funds provided by Reading First. There may be some items that look like they are partially funded, but we will be able to go back to Section IX to determine how you are fully funding those items by using other funding sources.

I hope this will make completing the continuation application a relatively easy task. If you have further questions, we will be happy to discuss those with you.